



Project Management Associate

The **Jamaica Plain Neighborhood Development Corporation (JPNDC)** is a 45-year-old community development corporation with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing that allows people to thrive, provide services that help people build on their strengths for economic mobility and stabilization, and organize people to pursue the changes they desire.

We are looking for an Project Management Associate who would work in partnership with the Real Estate Team, our management agent, and other community and project partners to advance the JPNDC's affordable housing and commercial development agenda. Responsibilities will include helping develop and maintain project budgets and assembling financing, supervising consultants, directing construction and marketing efforts, and coordinating work with funders and community groups. Additional responsibilities will involve work on affordable housing projects that include development of new units and redevelopment of properties currently in JPNDC's portfolio.

Responsibilities

Essential functions may include, but are not limited to the following areas:

- Provide general project management support to all members of the Real Estate team (Project Managers, Asset Management and Real Estate Director)
- Communicate with development team to prepare for meetings, coordinate workflow and meet team goals
- File and process paperwork to assist in maintaining an organized system and accurate record keeping
- Produce reports, letters, and other materials as requested
- Assist with the preparation and submittal of various federal, state and local funding applications
- Participate in due diligence review of acquisition opportunities
- Assist in and manage due diligence review process for potential acquisitions and closings
- Assist Project Managers in overseeing the day-to-day operations of new construction and renovation projects
- Assist in development and maintenance of site logistics plans, in coordination with Project Managers
- Coordinate with property management and supportive services departments during predevelopment and construction to obtain their input
- Work alongside PM to select vendors and manage contracts
- Assist in responding to RFPs for development opportunities
- Take active role in coordinating project finance closings

- Help coordinate design work including community planning, permitting, zoning, bidding, and contractor selection
- Preparation of monthly project requisitions
- Attend and/or lead project meetings
- Work alongside the design team (Architect and Engineer) and Project Managers on construction administration
- Complete permit and project close-out
- Prepare transition documents for property and asset managers
- Assist in developing climate resiliency and energy efficiency plans for all buildings in the JPNDC portfolio
- Assist in monitoring performance of existing assets and reporting to JPNDC leadership
- Other duties as assigned

Qualifications

Background / Training

- Academic or work experience in community development or related field preferred, including knowledge of either housing or commercial development
- Familiarity with design and construction industry including ability to read plans and specifications preferred
- Lived experience in affordable housing or the issues that face the communities we serve is strongly preferred

Skills

- Computer knowledge and efficiency, including Microsoft Office products required
- Strong written and verbal communication skills
- Basic math /accounting skills

Qualities

- Functions effectively as part of a team
- Highly entrepreneurial, self-motivated, and results-oriented individual
- Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines, and keen attention to detail
- Ability to maintain discretion and confidentiality at all times
- Ability to understand and follow direction

Employment Terms/Compensation: This is a full-time, salaried position with full benefit package. Salary negotiable depending on experience.

Email cover letter and resume to: vhampton@jpndc.org and rmautner@jpndc.org.

Applications without cover letter will not be considered.

JPNDC is an Affirmative Action/Equal Opportunity Employer